



**PROPERTY APPRAISER/INVESTIGATOR
(OFFICE OF REAL ESTATE APPRAISERS)**

Continuous Filing

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below and have not previously tested with the Office of Real Estate Appraisers (OREA) during this testing period. OREA testing periods for this examination are: **January – June** and **July – December**. A candidate may test only **ONCE** during a testing period.

HOW TO APPLY

Submit Examination Application (Std. Form 678) to:

Department of Real Estate
Attn: Casey Gates
PO BOX 187000
Sacramento, CA. 95818-7000

NOTE: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination and/or Employment Application." You will be contacted to make specific arrangements.

NOTE: Only applications with an original signature will be accepted.

**APPLICATION
DEADLINE/
REQUIREMENTS**

Applications (Form Std. 678) are accepted continuously and the Dept. of Real Estate will notify and test qualified applicants as needs warrant. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

SALARY RANGE(S)

\$4736 – \$5755 PER MONTH

**POSITION
DESCRIPTION AND
LOCATION(S)**

Perform a variety of independent complex property appraisal, appraisal review, and investigative functions related to the licensing and certification of real estate appraisers, the accreditation of real estate appraisal education courses, and the investigation of complaints of unethical or illegal activity against real estate appraisers who are licensed or certified by the Office of Real Estate Appraisers (OREA). The eligible list will be used to fill vacancies in Sacramento only.

**MINIMUM
QUALIFICATIONS**

Either I

Experience: Two years of experience in California state service performing property appraisal duties of a class equivalent to an Assistant Property Appraiser. (Applicants who are within six months of meeting this requirement will be admitted to the examination but must satisfactorily meet the requirement before they can be considered eligible for appointment.)

Or II

Experience: Three years of experience preparing formal real estate appraisals or technical appraisal reviews.

And

Education: Equivalent to graduation from college, preferably with an emphasis in real estate, finance, business administration, or economics. (Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis.) (Experience in California state service applied toward this pattern must include two years of experience performing duties in a class equivalent to an Assistant Property Appraiser.)

Must hold in good standing a full license, residential certification or general certification, issued by the OREA. (Applicants who do not hold such a license or certification but meet the education and experience criteria for a real estate appraiser license or certification will be admitted to the examination and may be appointed, but must satisfactorily meet the requirement within six months. Failure to do so may be considered evidence of unsatisfactory progress and cause for rejection during the probationary period.)

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION PLAN	<p>The examination will consist of Qualifications Appraisal Panel Oral Interview (QAP) only weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.</p> <p>Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p>Knowledge of:</p> <ol style="list-style-type: none">1. General appraisal methods, procedures and terminology.2. Provisions of the Government Code, Business and Professions Code, California Code of Regulations and other codes applicable to real estate appraiser licensing and certification.3. Title XI of the Financial Institutions Reform, Recovery and Enforcement Act (FIRREA) of 1989.4. The Uniform Standards of Professional Appraisal Practice and their application.5. The guidelines of the Federal Appraisal Subcommittee and their applications.6. Administrative and criminal procedures.7. Investigative techniques and methods used in securing and preserving evidence. <p>Ability to:</p> <ol style="list-style-type: none">1. Apply the required knowledge.2. Conduct appraisals, appraisal reviews, or other market analyses and research of real property.3. Develop techniques, methods, and skills required to conduct administrative and criminal investigations and draw sound conclusions.4. Analyze situations accurately and take effective action.5. Prepare clear, complete and concise reports.6. Communicate effectively.
ELIGIBLE LIST INFORMATION	<p>A departmental eligible list will be established for the Office of Real Estate Appraisers. Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
VETERANS POINTS/ CAREER CREDITS	<p>Veterans Preference credit is not granted in this examination since it does not qualify as an entrance examination under the law.</p>
SPECIAL REQUIREMENTS	<p>Willingness to travel and work odd hours away from the office; integrity and objectivity to conduct all work ethically and with independent judgment; and satisfactory records as a law-abiding citizen.</p>

GENERAL INFORMATION

The Office of Real Estate Appraisers reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Applications are available at the State Personnel Board, local offices of the Employment Development Department and the Department of Real Estate. The Examination and/or Employment Application form (Std 678) is accessible via the Internet at <http://www.spb.ca.gov>.

Examination Locations: Oral interviews are scheduled in Sacramento Only.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT OREA TESTING INFORMATION CALL (916) 227-0802

California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

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